

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

DIRECTIVE 1620.1 7/6/94

ESTABLISHING, EXPANDING, CLOSING, RELEASING, OR RELOCATING OFFICES
AND FACILITIES

1. PURPOSE

This Directive states the Animal and Plant Health Inspection Service's (APHIS) policy for establishing, expanding, closing, releasing, or relocating offices and facilities, and for reviewing existing space at all domestic locations. For international locations, requests should be handled through procedures established by the U.S. Department of State or local embassy.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 241.1, Establishing, Closing, or Relocating Offices and Facilities, dated 4/13/87.

3. AUTHORITIES

- a. The Rural Development Act of 1972.
- b. Departmental Regulation 1010-1, Regional Field Structure Organization, dated 4/4/86.

4. DEFINITIONS

- a. Routine Actions. Requests for additional space or moves within the same building; release of space; obtaining/releasing parking spaces; and has, or will have, nine or fewer employees. This does not include regional offices. These actions require an APHIS Form 114, Request to Establish, Close, Expand or Release, or Relocate Space and Facilities (Attachment 1).
- b. Non-routine Actions. Requests to establish, expand, close, release, or relocate any regional office, or any field office or facility which has, or will have, 10 or more employees. These actions require an APHIS Form 114.
- c. Incidental Actions. Requests for minor adjustments in space, especially those done in conjunction with lease renewals. These actions do **not** require an APHIS Form 114, and can be approved by the officer in charge or program equivalent.
- d. Organizational Proposal. A detailed documentation of the proposed action. The proposal should include:
 - (1) Factors that make the proposed changes necessary;
 - (2) The rationale for choosing the proposed change versus other alternatives;
 - (3) Costs;
 - (4) Expected program accomplishments;
 - (5) Staffing;
 - (6) Maps showing any changes in regional boundaries; and

- (7) Documentation identifying and addressing civil rights impacts on minorities, women, and persons with disabilities in background material used in the decision-making process.
- e. Civil Rights Impacts. Consequences of proposed policies or actions such as collocating, relocating, or closing offices and facilities, which, if implemented may negatively and disproportionately affect minorities, women, or persons with disabilities.

5. POLICY

It is APHIS policy to:

- a. Obtain space or land which meets the minimum requirements at the lowest cost.
- b. Comply with the office quality space utilization rate average of 125 square feet of new space or less per person, plus a minimum of 22 percent for office support areas.
- c. Use existing Government-owned or leased facilities.
- d. Locate APHIS activities with other Agency or U.S. Department of Agriculture (USDA) activities when this meets program and client needs and enhance customer service.
- e. Whenever possible, collocate offices with other APHIS offices, USDA offices, Federal offices, or State Cooperators. Refer to Departmental Regulation 1620-1, USDA Collocation Policy, dated December 12, 1986.
- f. Comply with Civil Rights Impact requirements.
- g. Maintain a field space inspection and evaluation program.
- h. Provide employees with a safe, healthful, drug free working environment.
- i. Ensure that all facilities are accessible to persons with disabilities.

6. APPROVAL

- a. No approvals are required above the officer in charge or a program equivalent of the facility for incidental actions.
- b. Approval must be obtained from the Regional Director, or an equivalent for routine actions.
- c. Approval must be obtained from the Administrator and the Department for non-routine actions.

7. RESPONSIBILITIES

- a. The Management Services Division (MSD), Policy and Safety Management Branch (PSMB), is responsible for real property policy and acts as a liaison to the Department on space utilization rates, facilities, electronic equipment accessibility policy for persons with disabilities, and other real property policy issues.
- b. MSD, Facilities Management Branch (FMB), is responsible for the management of acquiring, relocating, and releasing space in the Washington metropolitan area.
- c. The Field Servicing Office (FSO), Realty Section (RS) is responsible

for the management of acquiring, relocating, and releasing space, buildings, and land outside the Washington metropolitan area.

- d. The requesting office is responsible for preparing the APHIS Form 114 along with all required substantiating documents set forth in this Directive through appropriate channels. Once approved, the requesting office can make public announcements of pending moves, taking action to expand or release space, or to establish, expand, close, release, or relocate an office or facility.
- e. The Regional Director or equivalent is responsible for reviewing actions for program compliance and cost reasonableness and approving routine actions.

8. PROCEDURES

- a. When proposing a routine action to establish, expand, close, release, or relocate a field office, the originating office will:
 - (1) Prepare APHIS Form 114 as well as any supporting program justification and cost information.
 - (2) Send the original and necessary copies to the Regional Director or an equivalent and an advanced copy to FSO.
- b. When proposing a non-routine action to establish, expand, close, release, or relocate a field office, the originating office will:
 - (1) Contact the Director, Equal Opportunity and Civil Rights (EOCR), who will prepare a civil rights impact analysis, in accordance with the Secretary's Memorandum 1662, Supplement 8, Civil Rights Consideration of Policy Action, and Departmental Regulation 4300-4, Civil Rights Impact Analysis, dated September 22, 1993, to determine if the proposed actions will negatively and disproportionately affect women, minorities, or persons with disabilities when compared to other persons.
 - (2) Include an organizational proposal.
 - (3) Forward both, along with APHIS Form 114, through the Regional Director or equivalent, to the Deputy Administrator.
 - (4) For non-routine actions affecting offices with ten or more employees, contact the Human Resources Division, Classification, Staffing, and Compensation for the correct procedures and information.
- c. The Regional Director or equivalent will:
 - (1) Review and approve/disapprove routine actions and take appropriate space action. If approved, forward them as follows:
 - (a) Routine actions for the Washington metropolitan area to MSD, FMB, or;
 - (b) Routine actions for other than the Washington metropolitan area to FSO, RS.
 - (c) Submit copies of routine and non-routine action certifications to the Director, Equal Opportunity and Civil Rights (EOCR).
 - (2) Review and recommend approval/disapproval of non-routine actions.

If recommending approval, forward to MSD, FMB, or FSO, RS.

- d. The Director, Equal Opportunity and Civil Rights (EOCR) will:
 - (1) Review certifications on all routine and non-routine actions for submissions to the Agency's final-approving authority ensuring that the Civil Rights Impacts of proposed policy actions are identified and addressed.
 - (2) Develop analytical documentation to substantiate denial of certification on any routine or non-routine proposed policy actions that may adversely impact minorities, women, and/or persons with disabilities.
- e. FSO, RS or MSD, FMB as appropriate will:
 - (1) Comply with the National Historic Preservation Act and Executive order 11539 by following the procedures set forth in 36 CFR 800 when the requirement includes the lease, purchase, or sale of land, or construction, demolition, or alteration on APHIS-owned land.
 - (2) Negotiate, prepare, execute when authorized, and distribute all leasing and assignment documents.
 - (3) Review non-routine actions and forward to the Administrator.

9. INQUIRIES

- a. Direct space inquiries to RS, FSO on 612-370-2104.
- b. Direct inquiries concerning policy and regulation relating to Title VI, Non-discrimination in Employment Program, to the Director, EOCR on 202-720-6312.
- c. For questions concerning this Directive, contact PSMB, MSD on 301-436-6116.

/s/ Phyllis York

Acting Deputy Administrator
for Management and Budget

Attachment

PLEASE SEE HARD COPY OR CONTACT MSD, POLICY AND PROGRAM MANAGEMENT BRANCH, THROUGH FTS2000 ON 301-734-5524 FOR THE PAPER COPY OF APHIS FORM 114.